



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

January 23, 2004

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**REQUEST TO APPOINT IRENE RILEY TO THE POSITION OF ADMINISTRATOR,
CONTRACT PROGRAMS AND SPECIAL SERVICES IN HEALTH SERVICES
ADMINISTRATION, CONTRACTS AND GRANTS DIVISION**

Consistent with the Boards' August 4, 1998 and December 5, 2000 actions on management appointments, the Department of Health Services (DHS) requests authority to appoint Irene Riley to the position of Administrator, Contracts Programs and Special Services at a salary of \$10,253.03 per month or \$123,036 annually. This requested salary increase is 9.5 percent and places Ms. Riley in the third quartile of the salary range (R-13). The item is vacant and funded within the Department's 2003-04 Adopted Budget.

Ms. Riley will serve as Chief, Contracts and Grants and will report to the Director, Contracts Administration. She will manage all aspects of contracts and grants administration within the Department of Health Services, including public health contracts and grants, and contracts and grants with State and federal agencies, community agencies, and various private sector hospitals. In addition, Ms. Riley will supervise day-to-day activities related to the processing of DHS contracts and grants to ensure compliance with applicable federal, State, and County requirements. Ms. Riley will also be the key contact person for all DHS contracts and Board letters for the Department.

Ms. Riley has over 30 years of extensive civil service experience and holds a Juris Doctorate Degree. She is currently serving as an attorney in the Public Services Division of the Office of County Counsel assigned to the DHS. As counsel for DHS, she is responsible for administration of the review and approval of contracts, contract development and equipment maintenance and financial contracts. In addition, Ms. Riley

Each Supervisor
January 23, 2004
Page 2

participates in negotiations with vendors, preparation of Statements of Work, and interfacing with other County Departments and DHS program and contract staff.

Ms. Riley also has experience as a DHS employee. Prior to joining County Counsel, she was DHS Chief, Office of Governmental Relations for more than five years. She had the responsibility to develop legislation and regulations, interpret County Code, and propose necessary amendments to health related State and federal legislative and regulatory initiatives having financial and programmatic impact on DHS. Additionally, she served in the capacity of Head, Revenue Programs for DHS, and was responsible for the State Legalization Impact Assistance Grant, Amnesty Claiming Team activities, Immigration Reform projects and preparing testimony and other statements for presentation to State and federal elected representatives. She was also employed by DHS as Head, Program Eligibility Section responsible for all Medically Indigent Financial Assistance Program activities for DHS.

The Department of Health Services indicates that Ms. Riley is uniquely qualified for this position because of her extensive departmental experience, legal experience and management experience and will bring a wealth of managerial and contract knowledge to DHS specifically related to her experience in the Office of County Counsel.

The department indicates the requested annual salary of \$123,036 is appropriate for her years of experience and prior salary history, as well as the scope and responsibilities of the position. Based on the above, we concur with the Department's request to appoint Ms. Riley to the position of Administrator, Contracts and Grants at an annual salary of \$123,036.

In accordance with the policy on managerial appointments, unless we hear otherwise from your offices by January 30, 2004, we will notify Mr. Leaf that he is authorized to proceed with the appointment, effective February 2, 2004.

Please let me know if you have any questions about this appointment, or your staff may contact Gregory Polk of this office at (213) 974-1791.

DEJ:DL
SS:GP:bjs

Attachments

c: Executive Officer, Board of Supervisors
Director, Department of Health Services
Director of Personnel



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

Gloria Molina
First District

Yvonne Brathwaite Burke
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

January 8, 2004

TO: **Sheila Shima, Acting Assistant Division Chief**
Health Team
Chief Administrative Office

FROM: **Fred Leaf** *[Signature]*
Chief Operating Officer

SUBJECT: **REQUEST FOR AUTHORIZATION TO APPOINT IRENE E. RILEY TO THE POSITION OF ADMINISTRATOR, CONTRACT PROGRAMS AND SPECIAL SERVICES IN HEALTH SERVICES ADMINISTRATION, CONTRACTS AND GRANTS DIVISION**

On October 1, 2002, the Board of Supervisors instructed that all appointed Department Heads obtain the approval of the Board prior to filling any administrative or management position with an annual salary in excess of \$107,000. As directed in this Board policy, CAO approval is required to fill any management vacancy.

Consistent with this policy, this is to request approval to transfer and promote Irene E. Riley to Administrator, Contract Programs and Special Services, Item Number 4586A, in Health Services Administration, Contracts and Grants Division at \$123,036.36 annually (\$10,253.03 monthly). Ms. Riley is currently employed at the Office of County Counsel as a Senior Associate County Counsel, Item Number 9204, and is compensated at Salary Schedule 94F, annual base salary of \$112,362.00 (\$9,363.50 monthly). Her current position is compensated at a special "Y-Rate" salary established by the Office of County Counsel. Ms. Riley will join the Department of Health Services as an Administrator, Contract Programs and Special Services, which is compensated at Salary Range 13. The proposed annual salary for Ms. Riley of \$123,036.36 represents a 9.5 percent salary adjustment and is within the third quartile of Salary Range 13 and above the control point of \$112,285.00 of Salary Range 13, as of October 1, 2002. This position is fully funded in the Fiscal Year 2003-2004 Budget. The Department would like to make this appointment as soon as possible.

Irene Riley will serve as Chief, Contracts and Grants and will report to the Director, Contracts Administration. She will assume management responsibility for all aspects of contract and grant administration within the Department of Health Services, including public health contracts and grants, and contracts and grants with state and federal agencies, community agencies, and various private sector hospitals. Ms. Riley will oversee the functions of the Contracts and Grants Division and will direct the management of day-to-day activities associated with drafting contracts and related competitive bid documents, including terms and conditions, statements of work (SOW), request for

proposals, Master Agreements and related work orders to insure compliance within the department with state, federal and County administrative requirements for contracts and grants. She will also represent the Department on County wide contracting committees and liaison with legal and administrative review and approval authorities, including County Counsel, Chief Administrative Office, Auditor-Controller, Los Angeles County Small Business Commission, Office of Affirmative Action Compliance and other County departments, and with other government agencies, community groups, and private organizations.

Ms. Riley has extensive civil service work experience and has progressed in her County career within the Office of the County Counsel and Department of Health Services (DHS). Ms. Riley holds a Juris Doctorate degree and is uniquely qualified for the position of Chief, Contracts and Grants. She is currently serving as attorney in the Public Services Division of the Office of the County Counsel assigned for the primary client of Department of Health Services (DHS).

As counsel for DHS she is responsible for administration of contracts, involving contract development through review and approval of contracts, including Equipment Maintenance and various financial contracts. In addition to providing legal analysis, review and approval of contracts, Ms. Riley participates in negotiating with vendors/proposers, etc., preparing Statements of Work (SOW), and interfacing with other Departments and DHS program and contract staff.

Before joining the Office of the County Counsel in 2001, Ms. Riley was DHS Chief, Office of Governmental Relations for more than five years. She had responsibility to develop legislation and regulations, interpret County Code, and propose necessary amendments to health-related State and federal legislative and regulatory initiatives having financial or programmatic impact on DHS, such as those relating to Medi-Cal (Medicaid), Short-Doyle, Public Health, Welfare Reform, etc. Ms. Riley also served as legislative liaison and DHS advocate with professional and community groups and governmental agencies at the local, State and federal levels, and interfaced with other County departments regarding legislative issues including the Chief Administrative Office and Board of Supervisors' deputies.

Her further work background at DHS includes service as Head, Revenue Programs responsible for the State Legalization Impact Assistance Grant (SLIAG), Amnesty Claiming Team activities, Immigration Reform projects, and preparing testimony and other statements for presentation to State and federal elected representatives, as well as testifying before State and federal committees in Sacramento and Washington, D.C. In another previous assignment, Ms. Riley was Head, Program Eligibility Section responsible for all medically indigent financial assistance program activities for DHS for Medi-Cal Resource Development and Recovery Services contracts for revenue enhancing programs, such as the County's Ability-to-Pay Plan and other reduced cost health care plans which became the basis for the *Efter Consent Decree*.

The salary requested for Irene Riley is commensurate with the scope and responsibilities of the Administrator, Contract Programs and Special Services. Ms. Riley is highly qualified for the position and possesses the special knowledge, skills, and experience to successfully perform in this critical position.

If you have any questions or require additional information, please let me know, or your staff may contact Susan Montenegro, at (323) 890-7903.

SH:nmm
ChiefC&G-IR

Attachments

PERTINENT INFORMATION FOR IRENE E. RILEY, ADMINISTRATOR, CONTRACT PROGRAMS AND SPECIAL SERVICES, HEALTH SERVICES ADMINISTRATION, CONTRACTS AND GRANTS DIVISION

■ **Certify that the position is vacant and budgeted.**

The Administrator, Contract Programs and Special Services position is fully funded in the DHS Health Services Administration, Contracts and Grants Division Fiscal Year 2003-2004 Adopted Budget and is vacant.

Attachment I - Item Control

■ **Attach an organization chart highlighting the position. Describe where the position fits into the management organizational structure.**

This position is within the Department of Health Services, Health Services Administration and is structured organizationally under the DHS Chief Operating Officer. The Administrator, Contract Programs and Special Services will serve as Chief, Contracts and Grants (C&G) Division and reports to Miles D. Yokota, Director, Contracts Administration. The Chief, C&G directs the development and administration of all contractual and grant agreements for the DHS. Irene E. Riley will assume responsibility for all aspects of contract and grant administration within the DHS, including public health contracts and grants, and contracts and grants with state and federal agencies, community agencies and various private sector hospitals. Ms. Riley will direct the management of day-to-day activities of C&G Division staff responsible for drafting contracts and related competitive bid documents, including terms and conditions, statements of work (SOW), request for proposals, Master Agreements and related work orders. The responsibilities of the position include directing the preparation of guidelines, procedures and standards to administer and supervise the processing of all DHS contracts and grants to insure compliance within the department with applicable Federal, State, and County requirements for contracts and grants. In addition, Ms. Riley will direct the annual contracts planning processes, preparation of reports and studies required by California Department of Health, Department of Health, Human Services, and the County Board of Supervisors, represent the Department on various County wide contracting committees, and provide liaison with legal and administrative review and approval authorities including County Counsel, Chief Administrative Office, Auditor-Controller, Los Angeles County Small Business Commission, Office of Affirmative Action Compliance and other County departments, and with other government agencies, community groups, and private organizations.

Attachment II A – Contracts Administration Organization Chart

Attachment II B – Contracts and Grants Division Organization Chart

■ **Indicate current salary of the individual for whom the request is being submitted. Indicate proposed salary, percentage increase over current salary.**

Ms. Riley, Employee Number _____ currently holds the position of Senior, Associate County Counsel, Item Number 9204, within the Office of County Counsel, and is compensated on Salary Schedule 94F, with a "Y-Rate" annual base salary of \$ 112,362.00 (\$9,363.50 monthly). The DHS Administrator, Contract Programs and Special Services position, Item Number 4586A, is compensated at Salary Range 13. The proposed annual salary for Irene Riley of \$123,036.03 (\$9,878.49 monthly) represents a 9.5 percent salary adjustment and is within the third quartile and above the control point of \$112,285.00 of Salary Range 13, as of October 1, 2002. The salary requested for Ms. Riley is commensurate with the scope and level of responsibility required of the Division Chief, Contracts and Grants. Ms. Riley possesses the special knowledge, skills, and experience required to successfully perform all duties of the higher-level position. The salary adjustment will compensate Ms. Riley commensurate with her professional background, management experience, and the scope and complexity of the duties and responsibilities of the position.

Attachment III - Professional Resume

Attachment IV - Copy of CWTAPPS screens (JHST, WBON)

PERTINENT INFORMATION FOR IRENE E. RILEY, ADMINISTRATOR, CONTRACT PROGRAMS AND SPECIAL SERVICES, HEALTH SERVICES ADMINISTRATION, CONTRACTS AND GRANTS DIVISION - Page 2

- **Provide a listing of all equivalent internal positions within organization.**

Attachment V - Equivalent positions in Salary Range 13 in DHS Departments 110 and 295.

- **Identify highest paid subordinate reporting to this position.**

Douglas Coffee, Employee No. , Senior Staff Analyst health, Item #4594A, annual salary \$ (monthly), third quartile.

- **Identify management position above the position being requested.**

Miles D. Yokota; Employee No. Administrative Deputy, Programs, Health Services; Item Number 4580A; Director, Contracts Administration; Salary Range 13, annual salary \$ (monthly), third quartile.

Attachment VI - Management positions above Salary Range 13 in DHS Departments 110 and 295.

- **Certification List**

The candidate was selected on the basis of her predominant placement on the Certification List for the Administrator, Contract Programs and Special Services position (Exam No.: Y-4586E, Group 1).

Attachment VII – Certification List: Exam No.: Y-4586E

ATTACHMENT I

Item Control

Date: 12/8/2003

Budget Monitor
Department: 110

Page: 37

Budget Code: 0200

Cost Center: 0200

CWPAY: 20100

Location: CHIEF OPERATING OFFICER - CHIEF OPERATING OFFICER ADMIN

BUDG ITEM	ITEM DESCRIPTION	ORD POS	BUD POS	ADJ	FILLED	OPEN	LAST NAME	FIRST NAME	EMP #	ASSIG ITEM	ASSIG CODE	ASSIGNED ITEM DESCRIPTION	FTE	AC	NOTES	ETHNIC/ SEX	COMMT
0889A	ADMIN ASST III	1	1	0	1	0	PARANYAN	ASTRIK	278	2103A	0200	SR. SECTY IV	1			WH/F	
2110A	MGMT SECTY IV	1	1	0	1	0	TOLENTINO	AGNES		2110A	0200	MGMT SECTY IV	1			FI/F	
2118A	SR.MGT SECY V	1	1	0	1	0	DE SARIO	MORENA	:	2118A	0200	SR.MGT SECY V	1			HI/F	
4553A	CHF DEP, DHS UC	1	1	0	1	0	LEAF	EARL	3	4553A	0200		1			WH/M	
4594A	SR.STF AN HLTH	1	1	0	1	0	KATTAN	AZAR		4628A	0200	SPC AST II,HS	1			WH/F	
4628A	SPC AST II,HS	1	1	0	1	0	PITTMAN	LOWERENGE	(8048A	0200	AST ADMN,COMP	1			BL/M	
8075A	ASS HSP ADM II	1	1	0	1	0	LEE	MARGARET	,	8075A	0200	ASS HSP ADM II	1			AS/F	

Date: 12/8/2003

Budget Monitor
Department: 110

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Budget Code: 0240

Cost Center: 0240

CWPAY: 20200

Location: CHIEF OPERATING OFFICER - CONTRACT MANAGEMENT - CONTRACT MANAGEMENT ADMIN

BUDG ITEM	ITEM DESCRIPTION	ORD POS	BUD POS	ADJ	FILLED	OPEN	LAST NAME	FIRST NAME	EMP #	ASSIG ITEM	ASSIG CODE	ASSIGNED ITEM DESCRIPTION	FTE	AC	NOTES	ETHNIC/ SEX	COMMT
2109A	MGMT SECT'Y III	1	1	0	1	0	APARICIO	MIRELLA		2109A	0240	MGMT SECT'Y III	1			H/F	
4579A	DPY DIR,ADM,HS	1	1	0	1	0	YOKOTA	MILES		4580A	0240	ADM DEP PROG,HS	1			AS/M	
4607A	CHF,PROG REIMB	1	1	0	1	0	ARIMOTO	TED	(4607A	0240	CHF,PROG REIMB	1			AS/M	

Date: 12/8/2003

Budget Monitor
Department: 110

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Budget Code: 0244

Cost Center: 0244

CWPAY: 20158

Location: CHIEF OPERATING OFFICER - CONTRACT MANAGEMENT - CONTRACTS AND GRANTS

BUDG ITEM	ITEM DESCRIPTION	ORD POS	BUD POS	ADJ	FILLED	OPEN	LAST NAME	FIRST NAME	EMP #	ASSIG ITEM	ASSIG CODE	ASSIGNED ITEM DESCRIPTION	FTE	AC	NOTES	ETHNIC/ SEX	COMMT
0889A	ADMIN ASST III	8	8	0	4	4	BELLINO	ANNA MARIE		0889A	0244	ADMIN ASST III	1			WH/F	
0889A	ADMIN ASST III	8	8	0	4	4	BROWN	EDWARD		0913A	0244	STAFF ASST II	1			BL/M	
0889A	ADMIN ASST III	8	8	0	4	4	LY	ANH		2588A	0244	INFO SYS AN AID	1			AS/F	
0889A	ADMIN ASST III	8	8	0	4	4	TOLENTINO	PEPITO		1179A	0244	HEAD CLERK	1			FI/M	
0889A	ADMIN ASST III						[Vacant]									/	
0889A	ADMIN ASST III						[Vacant]									/	
0889A	ADMIN ASST III						[Vacant]									/	
0889A	ADMIN ASST III						[Vacant]									/	
0913N	STAFF ASST II	1	1	0	1	0	BERNAL	LETICIA		0913N	0244	STAFF ASST II	1			HI/F	
2096A	SECRETARY III	2	2	0	1	1	TUITELE	EDNA		2096A	0244	SECRETARY III	1	FS		AS/F	
2096A	SECRETARY III						[Vacant]									/	
2103A	SR. SECT'Y IV	1	1	0	1	0	CHURCH	CARMEN		2103A	0244	SR. SECT'Y IV	1			FI/F	
2221A	INT SPVG TYPIST	1	1	0	0	1	[Vacant]						0			/	
2235A	WRD PROCESOR II	0	0	0	1	-1	TAYLOR	ROBBIE		2235A	0244	WRD PROCESOR II	1			BL/F	
2591A	INFO SYS AN II	1	1	0	1	0	CABLE	GARRY		2591A	0244	INFO SYS AN II	1			AS/M	
4582A	SPVG,CNTR&GRNTS	4	4	0	4	0	AUSTIN	RILEY		2573A	0244	INFO SYS MGR I	1			BL/F	
4582A	SPVG,CNTR&GRNTS	4	4	0	4	0	IZUMI	GARY		4594A	0244	SR.STF AN HLTH	1			AS/M	
4582A	SPVG,CNTR&GRNTS	4	4	0	4	0	MINTER	DEXTER		4582A	0244	SPVG,CNTR&GRNTS	1			BL/M	
4582A	SPVG,CNTR&GRNTS	4	4	0	4	0	SAYLER	DIANA		4594A	0244	SR.STF AN HLTH	1			WH/F	
4586A	ADM,CNTR PGMS	1	1	0	0	1	[Vacant]						0			/	
4593A	STAFF ANYST,HTH	15	15	0	11	4	AGOSTO	MARIA		4593A	0244	STAFF ANYST,HTH	1			HI/F	

Date: 12/8/2003

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Budget Code: 0244

Cost Center: 0244

CWPAY: 20158

Location: CHIEF OPERATING OFFICER - CONTRACT MANAGEMENT - CONTRACTS AND GRANTS

BUDG ITEM	ITEM DESCRIPTION	ORD POS	BUD POS	ADJ	FILLED	OPEN	LAST NAME	FIRST NAME	EMP #	ASSIG ITEM	ASSIG CODE	ASSIGNED ITEM DESCRIPTION	FTE	AC	NOTES	ETHNIC/ SEX	COMMT
4593A	STAFF ANYST,HTH	15	15	0	11	4	AGUILAR	CYNTHIA		4593A	0244	STAFF ANYST,HTH	1			H/F	
4593A	STAFF ANYST,HTH	15	15	0	11	4	HORTON	KAREN		4593A	0244	STAFF ANYST,HTH	1			BL/F	
4593A	STAFF ANYST,HTH	15	15	0	11	4	JONES	DANIEL		4593A	0244	STAFF ANYST,HTH	1			BL/M	
4593A	STAFF ANYST,HTH	15	15	0	11	4	KAWATE	CHRIS		4593A	0244	STAFF ANYST,HTH	1			AS/M	
4593A	STAFF ANYST,HTH	15	15	0	11	4	PARSONS-SNYDER	PAULA		4593A	0244	STAFF ANYST,HTH	1			WH/F	
4593A	STAFF ANYST,HTH	15	15	0	11	4	RAIKHY	ANIL		4593A	0244	STAFF ANYST,HTH	1			WH/M	
4593A	STAFF ANYST,HTH	15	15	0	11	4	SHUBIN	EDWARD		4595A	0244	AST STAFF AN,HS	1			WH/M	
4593A	STAFF ANYST,HTH	15	15	0	11	4	STEPHENS	MCKINLEY		4593A	0244	STAFF ANYST,HTH	1			BL/M	
4593A	STAFF ANYST,HTH	15	15	0	11	4	WONG	RONALD		4593A	0244	STAFF ANYST,HTH	1			AS/M	
4593A	STAFF ANYST,HTH	15	15	0	11	4	ZAMBRANO	DIOGENES		4593A	0244	STAFF ANYST,HTH	1			H/M	
4593A	STAFF ANYST,HTH						[Vacant]									/	
4593A	STAFF ANYST,HTH						[Vacant]									/	
4593A	STAFF ANYST,HTH						[Vacant]									/	
4593A	STAFF ANYST,HTH						[Vacant]									/	
4594A	SR.STF AN HLTH	2	2	0	1	1	COFFEE	DOUGLAS		4594A	0244	SR.STF AN HLTH	1			WH/M	
4594A	SR.STF AN HLTH						[Vacant]									/	
4595A	AST STAFF AN,HS	7	7	0	6	1	BEGAY	LAVERNE		4595A	0244	AST STAFF AN,HS	1			AM/F	
4595A	AST STAFF AN,HS	7	7	0	6	1	BEJARANO	ROSALIE		4595A	0244	AST STAFF AN,HS	1			H/F	
4595A	AST STAFF AN,HS	7	7	0	6	1	ELLIS	KARYN		4595A	0244	AST STAFF AN,HS	1	FS		BL/F	
4595A	AST STAFF AN,HS	7	7	0	6	1	MOATS	PATRICIA		4595A	0244	AST STAFF AN,HS	1			BL/F	
4595A	AST STAFF AN,HS	7	7	0	6	1	ORNELAS	PENELOPE		4595A	0244	AST STAFF AN,HS	1			H/F	
4595A	AST STAFF AN,HS	7	7	0	6	1	SAMARIN	SUSAN		2116A	0244	SR.MGT SECY III	1			WH/F	
4595A	AST STAFF AN,HS						[Vacant]									/	
4614A	CONTR PROG AUD	3	3	0	3	0	HOLMES	GLORIA		4614A	0244	CONTR PROG AUD	1	FS		H/F	
4614A	CONTR PROG AUD	3	3	0	3	0	MARTINEZ	LEONA		4614A	0244	CONTR PROG AUD	1			H/F	
4614A	CONTR PROG AUD	3	3	0	3	0	MORALES-LONETTI	PAULA		4614A	0244	CONTR PROG AUD	1			H/F	

Date: 12/8/2003

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Budget Code: 0244

Cost Center: 0244

CWPAY: 20158

Location: CHIEF OPERATING OFFICER - CONTRACT MANAGEMENT - CONTRACTS AND GRANTS

BUDG ITEM	ITEM DESCRIPTION	ORD POS	BUD POS	ADJ	FILLED	OPEN	LAST NAME	FIRST NAME	EMP #	ASSIG ITEM	ASSIG CODE	ASSIGNED ITEM DESCRIPTION	FTE	AC	NOTES	ETHNIC/ SEX	COMMT
4614N	CONTR PROG AUD	1	1	0	1	0	VALLE-MEZA	CARMEN		4614N	0244	CONTR PROG AUD	1			H/F	
4615A	SR.CONTR PROG	1	1	0	0	1	[Vacant]						0			/	
8243F	STD PROF WKR	2	1.2	0	2	-0.8	KWOK	MOUY		8243F	0244	STD PROF WKR	1			AS/F	
8243F	STD PROF WKR	2	1.2	0	2	-0.8	PANGILINAN	JULIUS		8243F	0244	STD PROF WKR	1			FI/M	

Date: 12/8/2003

Budget Monitor
Department: 110

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Budget Code: 0052

Cost Center: 0052

CWPAY: 20213

Location: DIRECTOR/MEDICAL OFFICER - INFORMATION SYSTEMS - TECHNOLOGY SERVICES

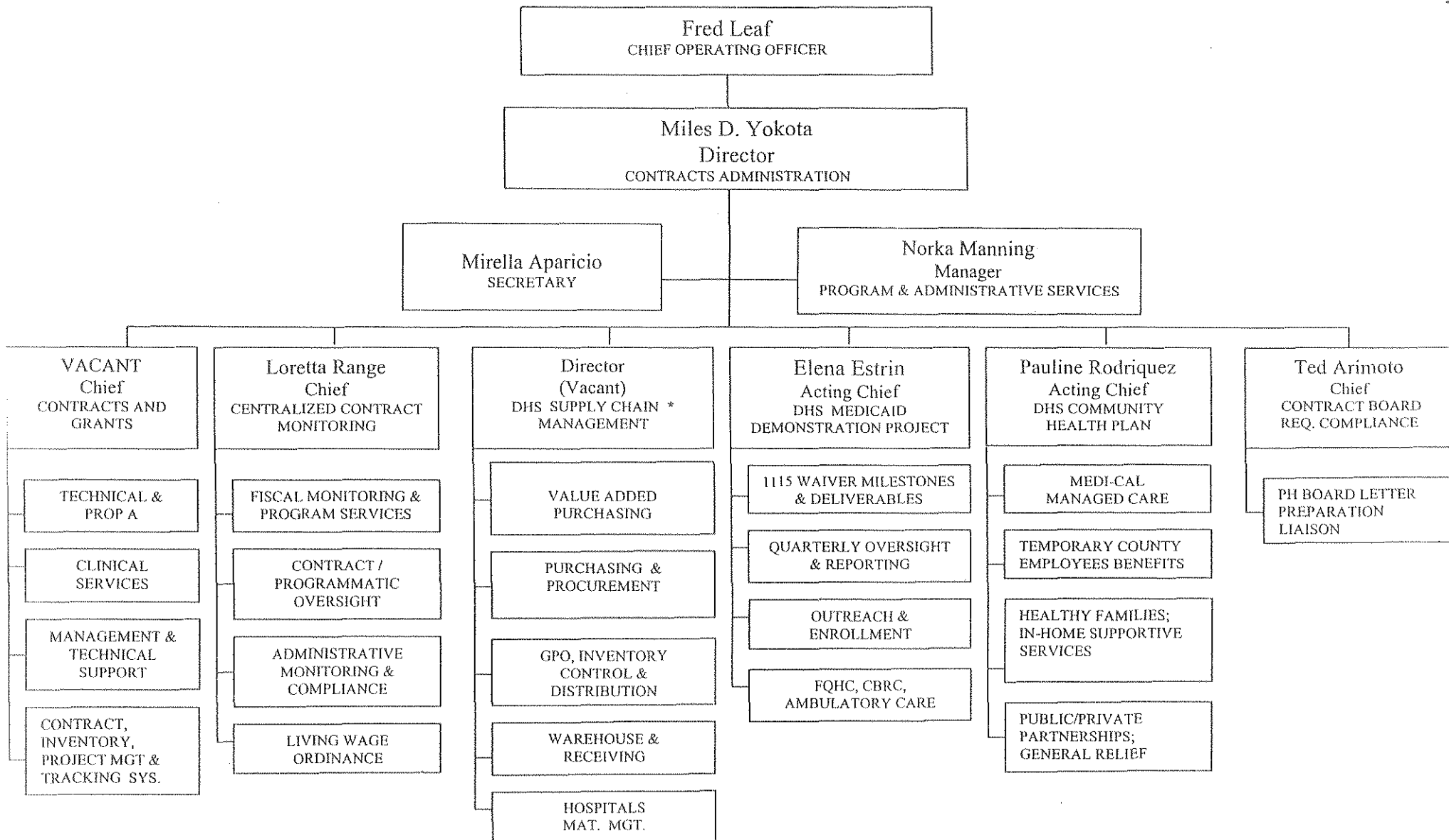
BUDG ITEM	ITEM DESCRIPTION	ORD POS	BUD POS	ADJ	FILLED	OPEN	LAST NAME	FIRST NAME	EMP #	ASSIG ITEM	ASSIG CODE	ASSIGNED ITEM DESCRIPTION	FTE	AC	NOTES	ETHNIC/ SEX	COMMT
1179A	HEAD CLERK	1	1	0	1	0	MOORE	SHARON	1	1176A	0052	INT SUPVG CLK	1			BL/F	
2214A	INT TYPIST CLK	1	1	0	1	0	BROWN	STELLA	1	2235A	0052	WRD PROCESOR II	1			BL/F	
2481F	STDY WRKR IT	1	1	0	1	0	ESTRADA	VANESSA		8242F	0052	STUDENT WORKER	1	FL		HI/F	
2490A	CMPTR SYS OPR	1	0	0	0	0							0			/	
2537A	SP INFO SYS ANL	1	0	0	0	0							0			/	
2590A	INFO SYS AN I	3	3	0	3	0	BLACKBURN	ANNETTE		2590A	0052	INFO SYS AN I	1			BL/F	
2590A	INFO SYS AN I	3	3	0	3	0	MONTOYA	PAUL		2590A	0052	INFO SYS AN I	1			HI/M	
2590A	INFO SYS AN I	3	3	0	3	0	SO	ARTHUR		2590A	0052	INFO SYS AN I	1			AS/M	
2591A	INFO SYS AN II	3	1	0	1	0	CHAN	ANDREW		2588A	0052	INFO SYS AN AID	1			AS/M	
2593A	INFO SYS COORD	16	12	0	11	1	BANDERAS	GUSTAVO		2593A	0052	INFO SYS COORD	1			HI/M	
2593A	INFO SYS COORD	16	12	0	11	1	BARRIOS	MARIA		2591A	0052	INFO SYS AN II	1			HI/F	
2593A	INFO SYS COORD	16	12	0	11	1	BRADDICK	DERRICK		2590A	0052	INFO SYS AN I	1			BL/M	
2593A	INFO SYS COORD	16	12	0	11	1	CARRANZA	JIMMY		2591A	0052	INFO SYS AN II	1			HI/M	
2593A	INFO SYS COORD	16	12	0	11	1	DEL FIERRO	RAFAEL RUEL		2593A	0052	INFO SYS COORD	1			FI/M	
2593A	INFO SYS COORD	16	12	0	11	1	MONCAYO	CESAR		2593A	0052	INFO SYS COORD	1			HI/M	
2593A	INFO SYS COORD	16	12	0	11	1	REESE	BARBARA		2593A	0052	INFO SYS COORD	1			BL/F	
2593A	INFO SYS COORD	16	12	0	11	1	RIVERA	ROSA		2588A	0052	INFO SYS AN AID	1			HI/F	
2593A	INFO SYS COORD	16	12	0	11	1	SKOULPHONG	SINAKHONE		2591A	0052	INFO SYS AN II	1			AS/M	
2593A	INFO SYS COORD	16	12	0	11	1	SMITH	NICOLE		2593A	0052	INFO SYS COORD	1			BL/F	
2593A	INFO SYS COORD	16	12	0	11	1	WANG	CHIEN-JU		2593A	0052	INFO SYS COORD	1			AS/M	
2593A	INFO SYS COORD						[Vacant]									/	
2595A	INFO SYS SPVR I	1	1	0	1	0	DUNN	DONALD		2595A	0052	INFO SYS SPVR I	1			WH/M	

ATTACHMENT II

Organization Charts

- **Contracts Administration**
- **Contracts & Grants Division**

DEPARTMENT OF HEALTH SERVICES
CONTRACTS ADMINISTRATION

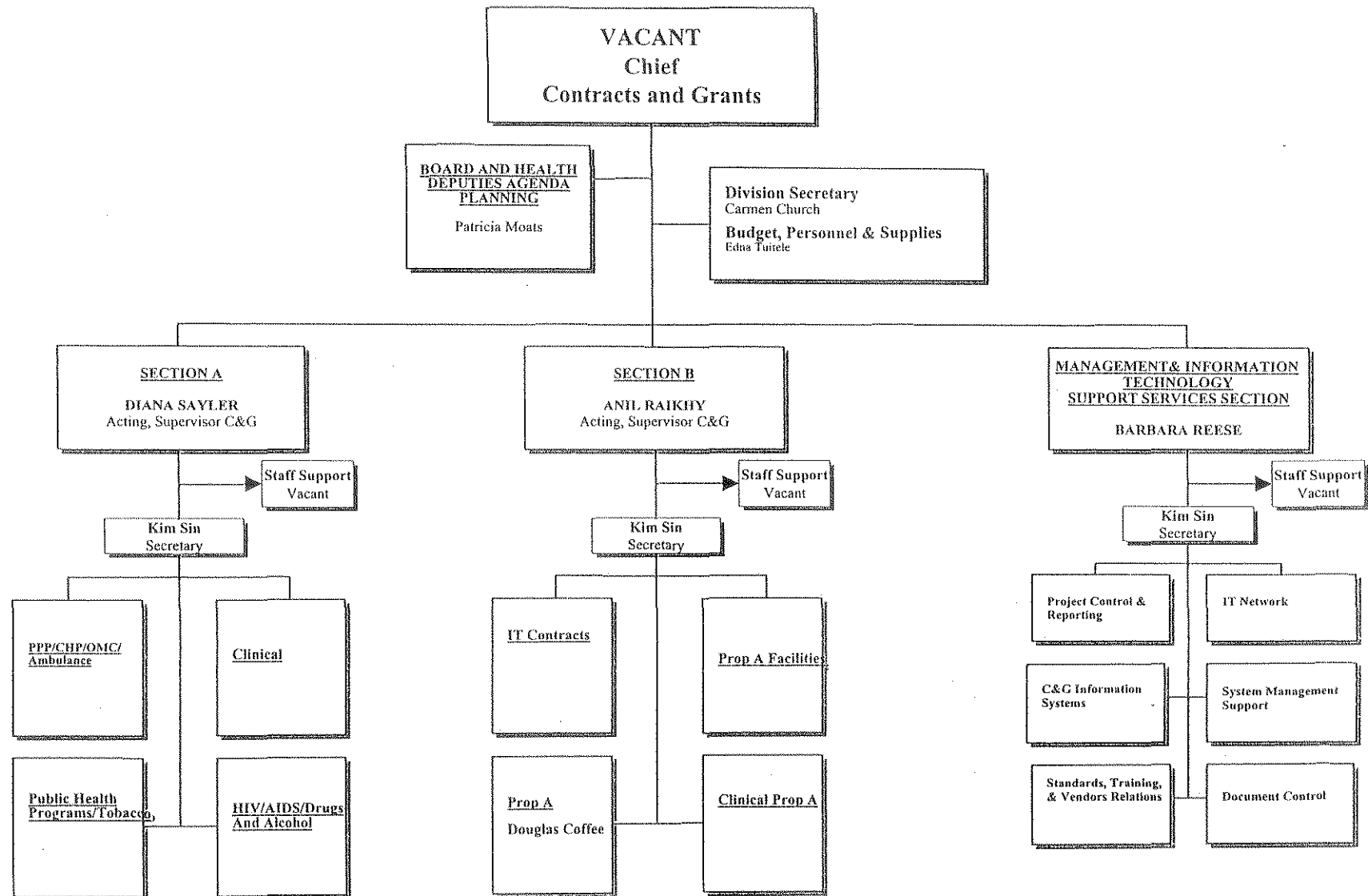


* Proposed

November 10, 2003

Approved By: *Miles D. Yokota*
Miles D. Yokota
Director, Contracts Administration

COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES
CONTRACTS AND GRANTS DIVISION
ORGANIZATIONAL CHART



ATTACHMENT III

Professional Resume

RESUMÉ

Irene E. Riley

Education: University of La Verne, 1995, Juris Doctor
County Employment Date: 1972

Title: Senior Associate County Counsel
Department: Los Angeles County (LAC) -Office of the County Counsel
Responsibilities: August 1, 2003 to present -County Counsel

See Associate County Counsel for continuing responsibilities.

Title: Associate County Counsel
Department: LAC -Office of the County Counsel
Responsibilities: December 18, 2001 to July 31, 2003

Serve as attorney, providing advice and counsel, in Public Services Division of the Office of the County Counsel, for the primary client of Department of Health Services (DHS). The major responsibility as counsel for DHS is administration of contracts, involving contract development through the review and approval of contracts, including Equipment Maintenance contracts and various financial contracts. In addition to providing legal analysis, review and approval of contracts includes, but is not limited to, negotiating with vendors/proposers, etc., preparing Statements of Work, and interfacing with other Departments and DHS program and contract staff. Also, the contracting responsibility has encompassed the general review of contracts for consistency with Strategic Plan goals.

Responsibilities have also included providing other services for DHS, e.g., Beilenson Notice services, legislation development, Policy change analyses, interpreting County Code, and conferring with other attorneys related to services for other Departments, e.g., Mental Health, Public Social Services, and the Chief Administrative Offices on financial issues such as Food Stamp Sanctions, Performance Incentive monies, Special Education SB 90 funding, Realignment funding, and developing legislation, e.g., Tippler's Tax.

Responsibility also includes participation in litigation defense activities for three lawsuits -*Rodde*, *Harris*, and *UAPD*.

Title: Data Elements Coordinator
Department: LAC -Office of the County Counsel
Responsibilities: August 3, 1999 to December 17, 2001

On loan from DHS to County Counsel's Office. During this time period, assisted in the Hospital Liability Program in General Litigation, performing various legal research activities and analyses. Also, performed various legal research activities for Public Services Division.

Title: Chief, Office of Governmental Relations
Department: LAC/DHS
Responsibilities: January, 1993 to August 3, 1999

Responsible for resolving problems of organization, program, budget and procedures; Developed and interpreted legislation and regulations, and proposed necessary amendments to health-related State and federal legislative and regulatory initiatives having impact, financially or programmatically, on DHS, including but not limited to, Medi-Cal (Medicaid), Short-Doyle, Public Health, Perinatal Care, Child Health, Family Planning, AIDS, Juvenile Health, Welfare Reform, etc.

Served as legislative liaison and DHS advocate with professional and community groups and governmental agencies at the local, State and federal levels. Interfaced with other County departments regarding legislative issues including the Chief Administrative Office, Board of Supervisors' deputies, and Legislative Strategist (Burt Margolin). Additionally, conferred with other attorneys and policy makers, and interfaced with and coordinated information from various State and federal lobbyists, represented the Department's interests in State (CSAC, CHEAC) and federal (NaCO) organizations to analyze and resolve program, budget, and procedural issues. Served as DHS spokesperson to the media for certain issues, Immigration Reform, Proposition 187, Health Care Reform.

Beginning in February, 1993, served on the President's Health Care Reform Task Force in Washington, D.C. Participated in the 1995 Medicaid 1115 Waiver request team.

Title: Head, Revenue Programs
Department: LAC/DHS
Responsibilities: July, 1986 -December, 1992

State Legalization Impact Assistance Grant (SLIAG)

Supervised, implemented and coordinated the County's submission for SLIAG funding for Amnesty health costs including analyzing and resolving problems of organization; developed and secured Federal approval for statistically valid sampling methodology, which resulted in over \$750 million in federal revenue for LAC/DHS indigent and public health services provided to Amnesty recipients. Directly supervised the Amnesty Claiming Team (45 personnel) who identified and claimed SLIAG revenue. Interfaced and negotiated with State and federal representatives regarding the interpretation and implementation of SLIAG provisions.

Immigration Reform

Responsible for analysis and interpretation of County Code, State and federal budgets for financial and programmatic impact; liaison with federal and State officials regarding Immigration Reform, undocumented alien utilization and costs, and other financial aid programs.

Legislative Analysis

Responsible for analysis and interpretation of State and federal legislation having potential financial impact on DHS. Prepared testimony and other statements for presentation to State and federal elected representatives; testified before State and federal committees in Sacramento and Washington, D.C.

Title: Head, Program Eligibility Section
Department: LAC/DHS
Responsibilities: July, 1977 -June, 1986

Beginning in 1984, responsible for program planning and supervising all medically indigent financial assistance program activities for DHS, including ongoing training and program interpretation. Developed and coordinated the implementation of various contracts (Medi-Cal Resource Development and Recovery Services) for revenue enhancing programs.

Indigent Health Care

Developed and modified, in conjunction with County Counsel and public interest law firms, the County's Ability-to-Pay Plan and other reduced cost health care plans which became the basis for the *Etter* Consent Decree.

Medi-Cal

Developed policies and procedures for the taking and processing of Medi-Cal applications by DHS staff; managed ongoing program training for approximately 1,000 financial screening personnel.

Title: Supervising Patient Financial Services Worker
Department: Olive View/UCLA Medical Center
Responsibilities: April, 1972 -June, 1977

Began County career in 1972 in Medicare outpatient billing and then billed all revenue sources, Medi-Cal, Short-Doyle, patients. Also, performed hospital admitting procedures, Medi-Cal intake worker activities, and Medi-Cal supervisor activities, supervising the Medi-Cal process, admitting, and other business office functions in LAC's Community Health Centers in the San Fernando Valley.